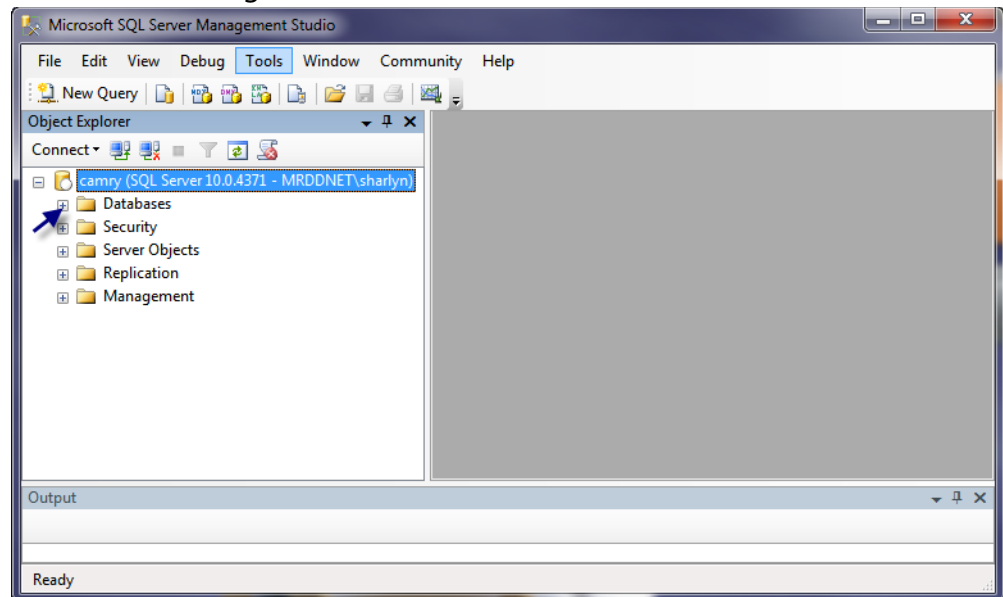


Transferring A Database to Solana

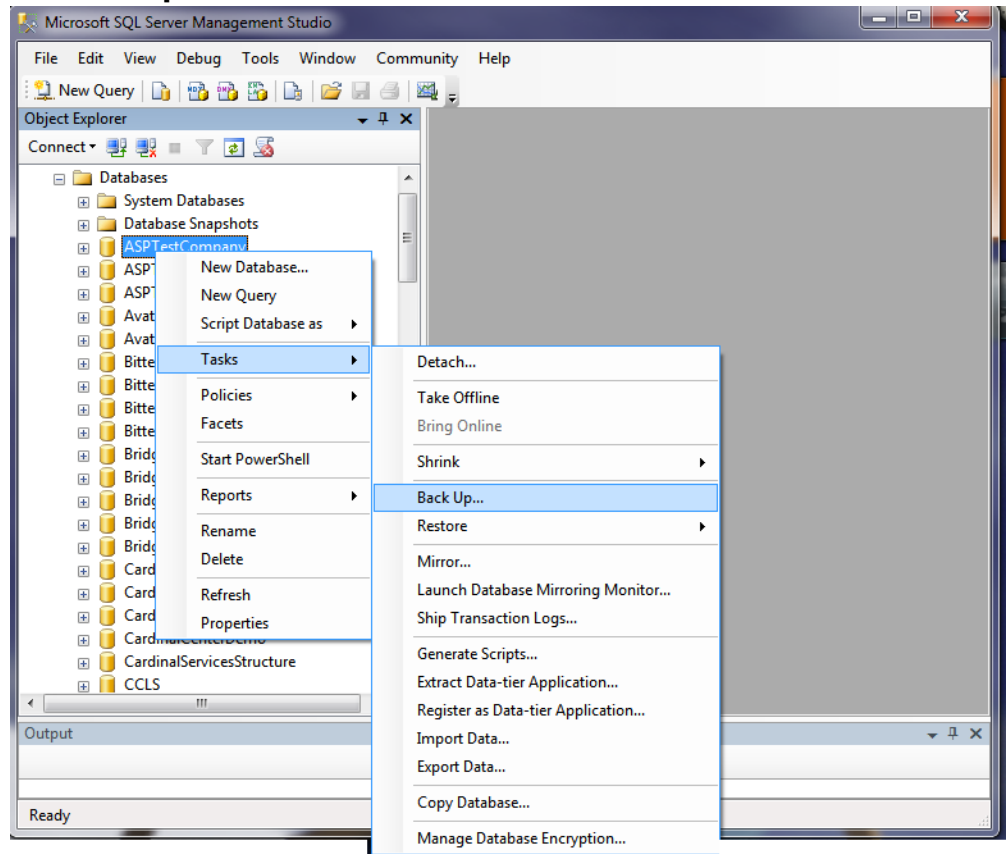
Before you can transfer your database to Solana, you first need to create a back up and zip it. Once you have the zipped database, you will transfer it to Solana via our secure FTP server.

TASK

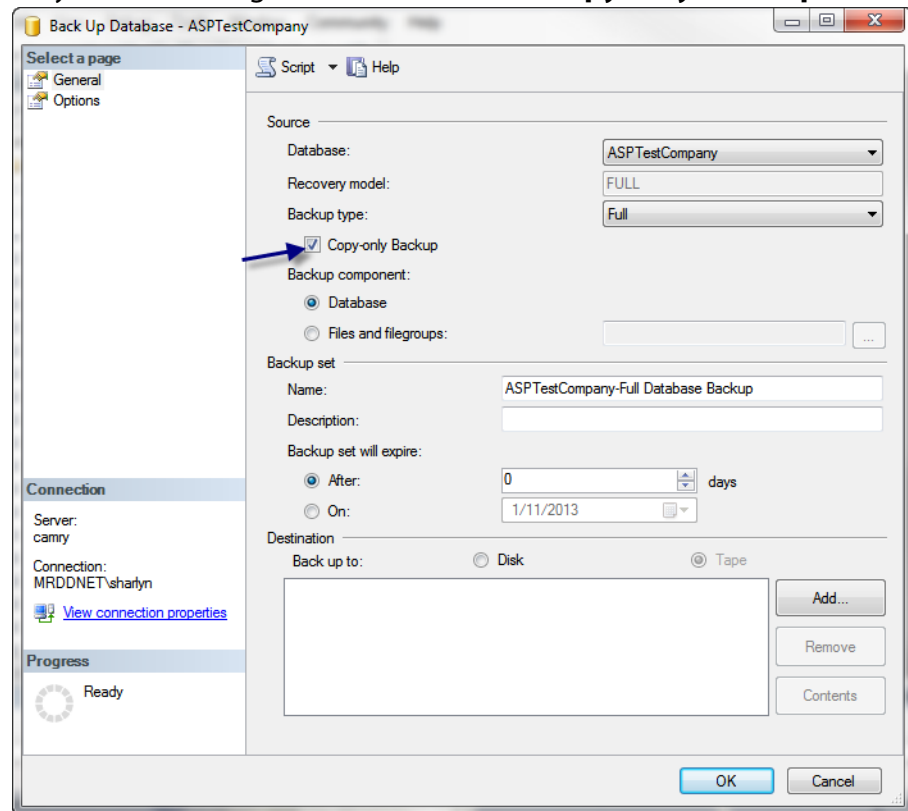
1. Log in to SQL Management Studio where the Solana ProviderPro/Integrated Software Series databases are installed.
2. Click the + sign next to Databases.



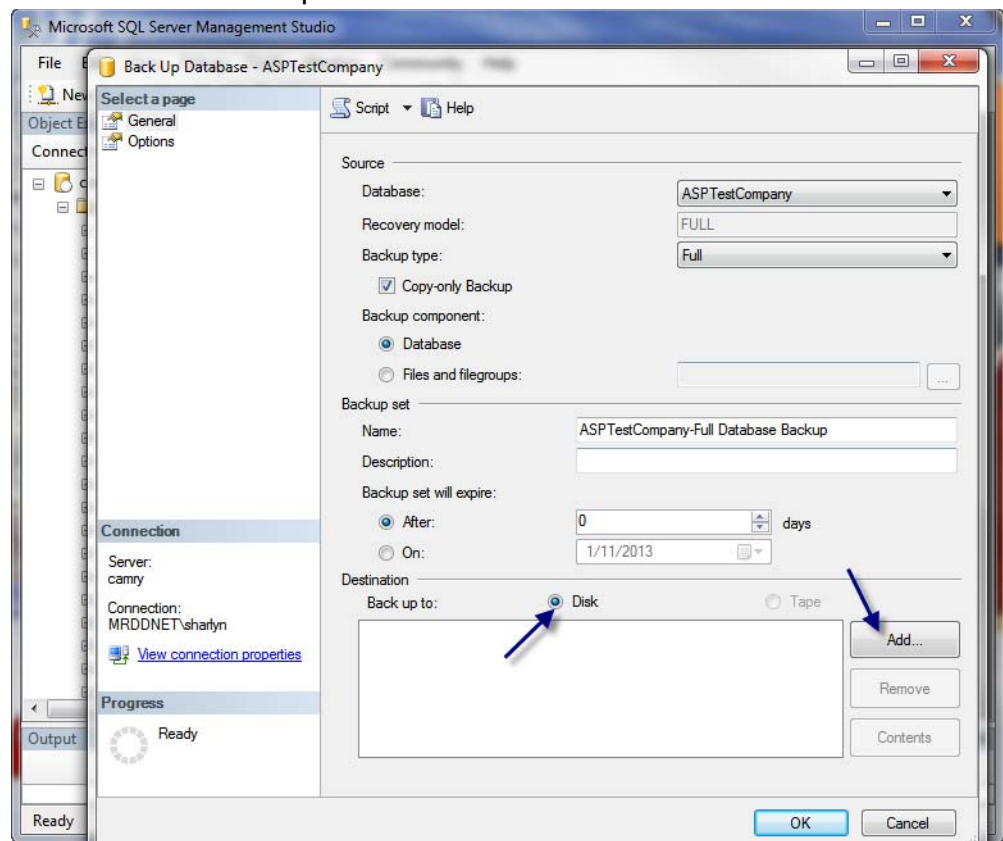
3. Right-click on the database you want to backup and select **Tasks > Backup**.



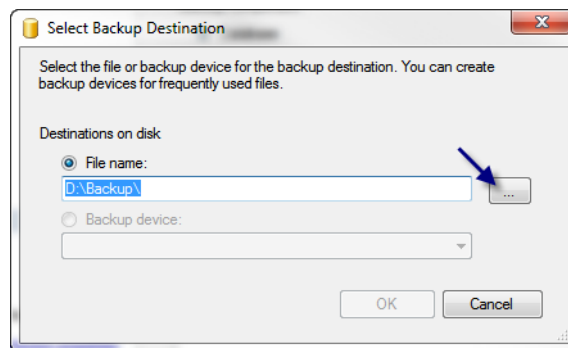
4. If you are running SQL 2008, select the **Copy Only-back Up** check box.



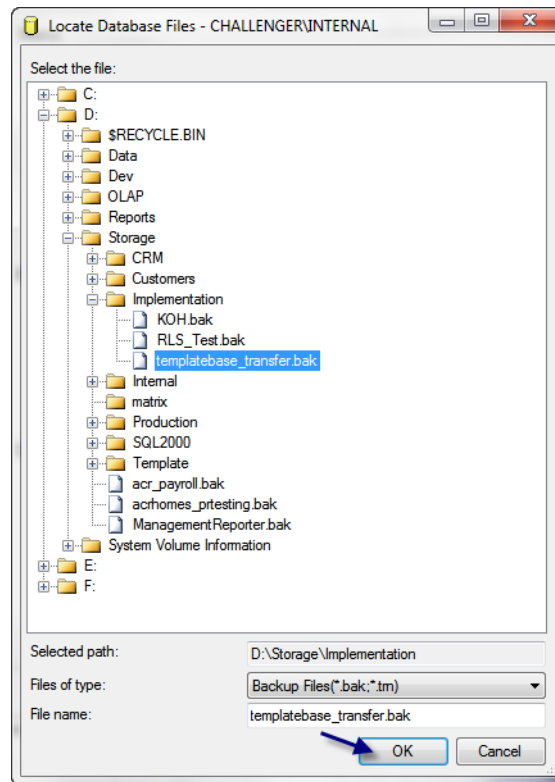
5. Select the **Disk** option.



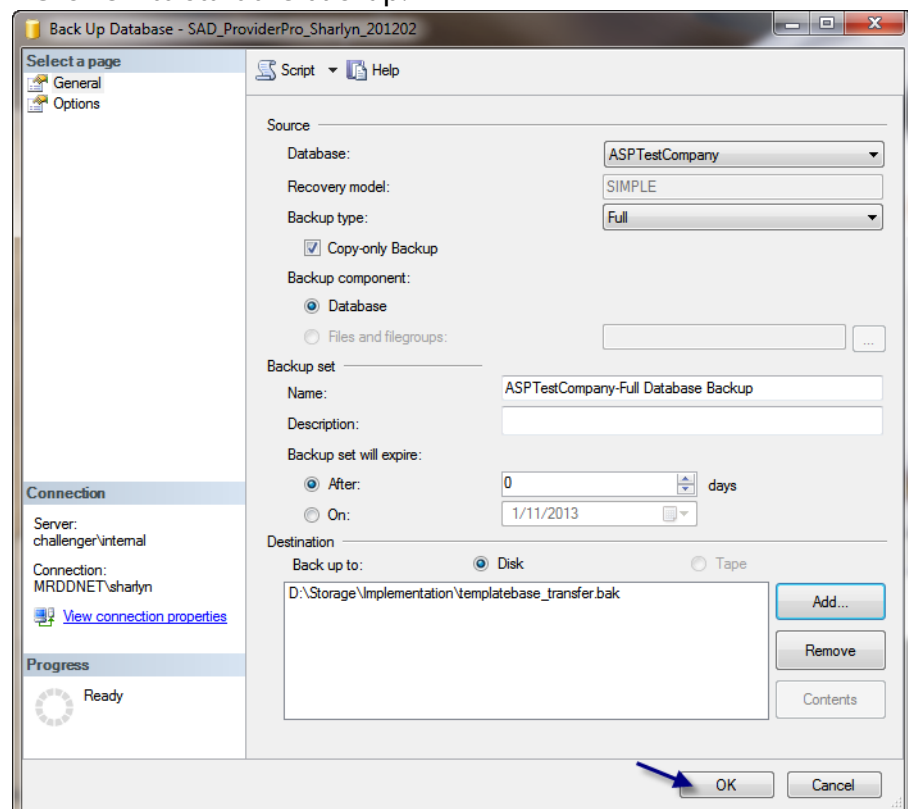
6. Next, click **Add**.
7. Click ... to browse to a shared location to save the back up file.



8. Click **OK**.



9. Click **OK** to close the browse window.
10. Click **OK** to start the backup.

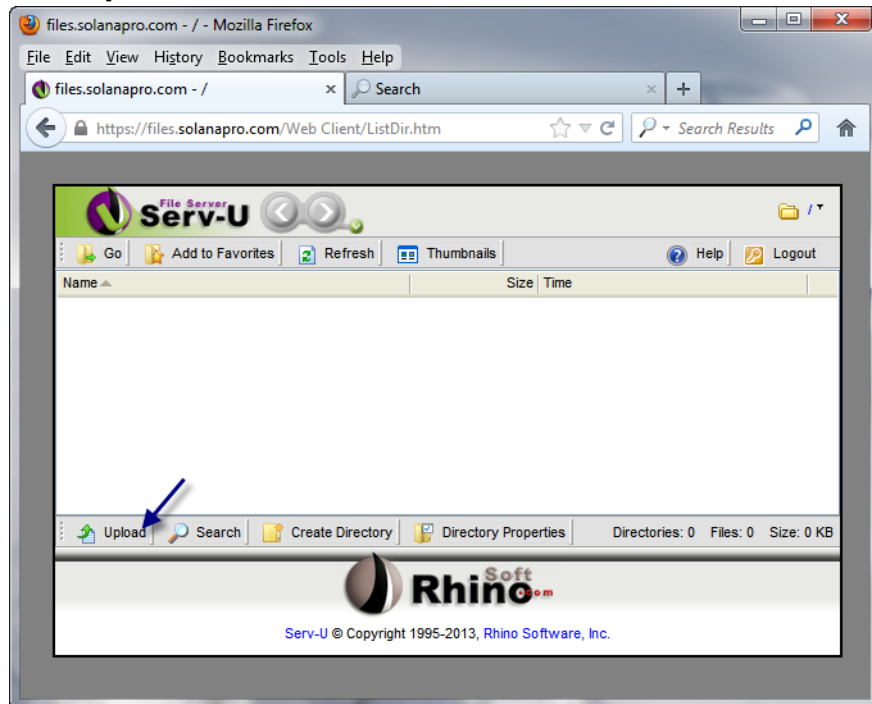


11. Go to the location where you saved the backup.
12. Use Windows Zip or 7zip and zip the file (right-click on the file to do so).
13. Go to <https://files.solanapro.com> in your web browser.

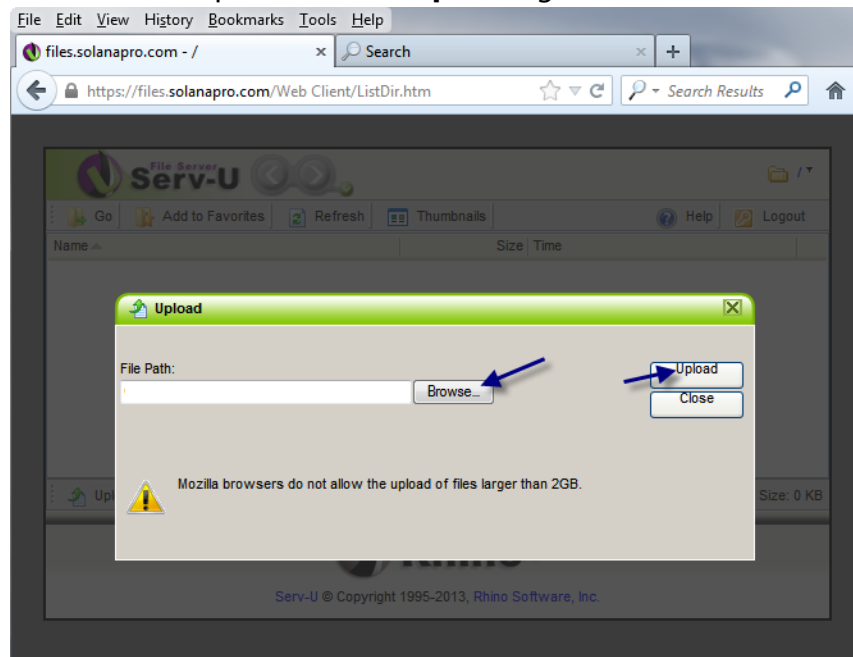
Enter the login information provided by Solana and click



14. Click **Upload**.



15. Browse to the zip file and click **Upload** again.



16. Send an email to the Solana staff member you are working with to let them know you uploaded the database.